ENERGY SERVICES PROGRAM OFFICER

Job Code: 532600

Pay Plan: Classified

Pay Grade: 23

Occupational Category: Engineering and Architecture

Effective Date: 07/15/2012

Class Definition: Position is responsible for ensuring that quality services are provided to eligible Vermonters by five Weatherization Assistance Programs (WAPS) in a regulatory compliant, technically sound and fiscally responsible manner. Also responsible for development of programmatic technical policy, training, quality control monitoring and budget review and approval decisions for high cost weatherization projects. Work is performed under the direction of the weatherization Administrator. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strength-based relationships and results orientation.

Examples of Work: Develops and maintains technical policy and procedures that are compliant with department of Energy protocols and acts as chair person for Vermont Weatherization's Technical Excellence Committee. Coordinates state-wide training event logistics, facilitates training and/or directly trains WAPS staff. Review and execute budget approval decisions for high cost weatherization projects in buildings consisting of four housing units or less. Conducts routine programmatic monitoring at each of the five WAPS and generates regular evaluations and reports. performs related duties as required.

Environmental Factors: Duties require considerable travel to project sites for which a valid drivers license is required. Incumbents must be able to handle contractors and private homeowners with firmness and tact. Trainings and inspections may require some lifting and exposure to hazardous materials and structures. Some overtime and evening work may be required.
Minimum Qualifications

Knowledge, Skills and Abilities:

Considerable knowledge of architecture, building science combustion appliances and weatherization.

Working knowledge of adult learning theory, training design and change management principles.

Awareness of U.S. Department of Energy regulations governing the low income Weatherization Assistance Program.

Ability to assist sub grantee staff trouble-shooting efforts on difficult projects.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Education and Experience:

Bachelor's degree or higher in a field related to architecture, engineering or building construction AND three (3) years or more as a project manager in weatherization or residential building construction.

OR

Seven (7) years or more as a project manager in weatherization or residential building construction.

OR

Certification from the Building Performance Institute as a Building Analyst Professional AND Quality Control Inspector.

Special Requirements: n/a